



Printing a Bar-Code Location Scan Sheet

Quick Reference Guide

Introduction

This document provides the steps necessary for the FileTrail administrator to create a scan sheet containing commonly used location (Places) bar codes, such as members of an attorney team.

Steps

Open the FileTrail Portal

1. Log in to CASE.
2. Select the **OTHER PROGRAMS** module.
3. Launch **FileTrail Administration** (Figure 1).

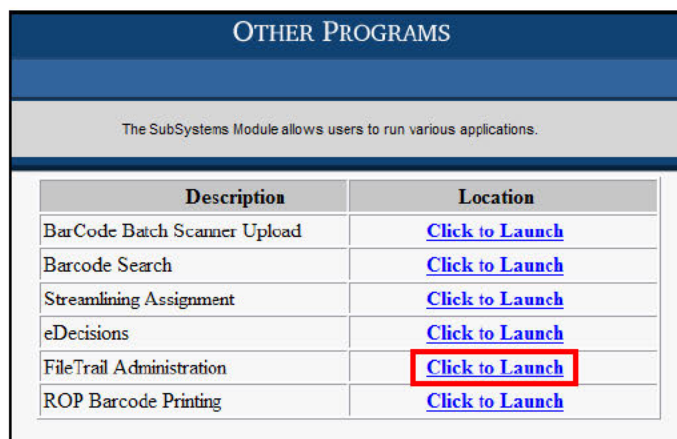


Figure 1

Open System Labels

4. On the FileTrail portal, select **System Labels** under the My Desktop tab (Figure 2).

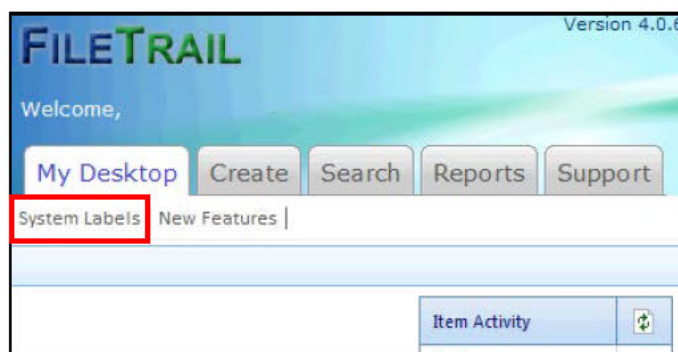


Figure 2

Select the Places Group

5. Click the **Location** drop-down menu within Places and select the location group or team (Figure 3).

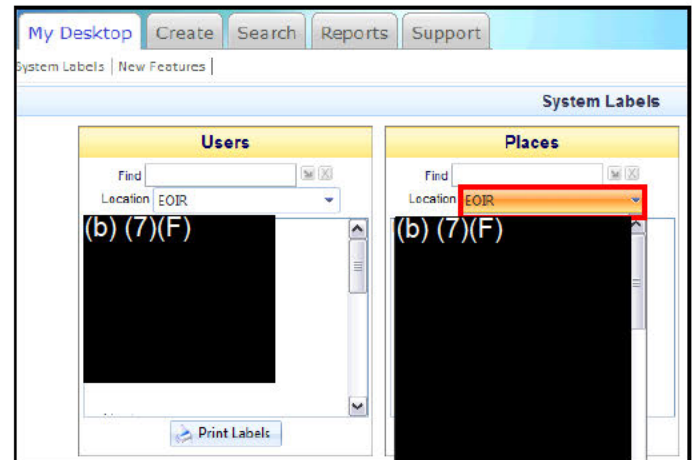


Figure 3

Select Group Members

The Places location list populates for the selected group (Figure 4).

6. Select the place or multiple places (Group Members) to print. (Use the **Shift** or **Control** key to select multiple places.)

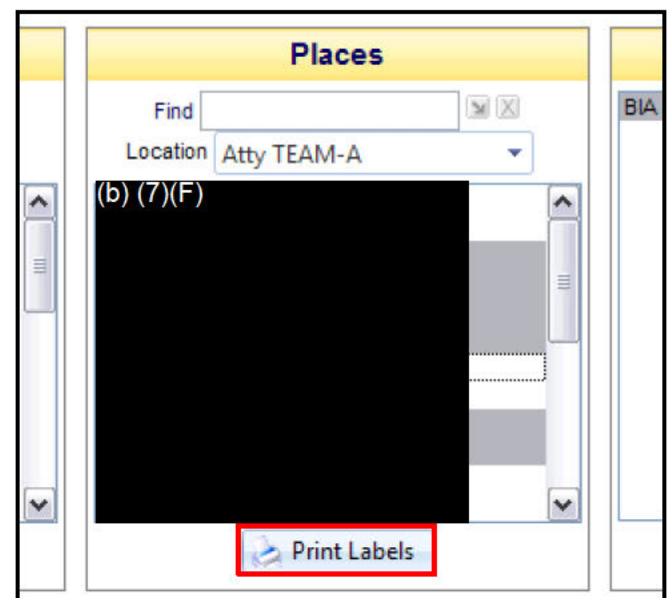


Figure 4

7. Click **Print Labels**.



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Print Setup

The Print Labels window opens with the sheet and label printers selected (Figure 5).

- Click the label (Zebra) printer check box to deselect it.

The 'Print Labels' window displays a table with two items. The 'Zebra 800222-405' printer is selected, indicated by a red box around its check box.

Stock	Default Printer	Items	Pages	Labels
<input checked="" type="checkbox"/> Avery 5160 - (1" x 2.63")	(b) (7)(F)	6	1	6
<input checked="" type="checkbox"/> Zebra 800222-405 (2.25"W x 4.00"L) Landscape	(b) (7)(F)	6	6	6

Figure 5

- Verify the default printer is correct (Figure 6). If the default printer is not correct, refer to step 13.

The 'Print Labels' window shows the 'Zebra 800222-405' printer's check box is now unchecked. The 'Print Selected' button is highlighted with a red box.

Stock	Default Printer	Items	Pages	Labels
<input checked="" type="checkbox"/> Avery 5160 - (1" x 2.63")	(b) (7)(F)	6	1	6
<input type="checkbox"/> Zebra 800222-405 (2.25"W x 4.00"L) Landscape	(b) (7)(F)	6	6	6

Figure 6

- Click **Print Selected**.
- The Bar-Code Location Scan Sheet prints and the Print Labels window automatically closes.
- Close the FileTrail portal, OTHER PROGRAMS window, and log out of CASE.

Selecting a Different Printer

- To print to a different printer, click the **X** button next to the Default Printer field for the sheet printer (Figure 6). The Default Printer field will clear.

- Click **Print Selected** (Figure 7).

The 'Print Labels' window shows the 'Print Selected' button highlighted with a red box. The 'Zebra 800222-405' printer is still selected.

Stock	Default Printer	Items	Pages	Labels
<input checked="" type="checkbox"/> Avery 5160 - (1" x 2.63")	(b) (7)(F)	6	1	6
<input type="checkbox"/> Zebra 800222-405 (2.25"W x 4.00"L) Landscape	(b) (7)(F)	6	6	6

Figure 7

The Print dialog box appears.

- Click the **Name** drop-down menu and select the desired printer from the list.
- Click **Print**.

The 'Print' dialog box shows the 'Name' dropdown menu with '(b) (7)(F)' selected. The 'Print' button is highlighted with a red box.

Print Service
Name: (b) (7)(F) [X] Properties...
Status: Accepting jobs
Type:
Info: ☐ Print To File

Print Range
☒ All
☐ Pages: [] To []

Copies
Number of copies: [1]
☒ Collate

Figure 8

- The Bar-Code Location Scan Sheet prints and the Print Labels window automatically closes.
- Close the FileTrail portal, OTHER PROGRAMS window, and log out of CASE.